



# Foreign Affairs Handbook

## 5 FAH-1 – Correspondence Handbook

**Change Transmittal:** CH-11

**Date:** May 18, 2005

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## SUBCHAPTERS H-110, H-120, H-210, H-310, H-410, H-420, H-510, H-520, H-610 AND H- 620

### Changes

1. This Change Transmittal issues updates in the above-mentioned subchapters. The Secretariat Handbook link is being replaced with Executive Secretariat InfoLink Web site link.
  - 5 FAH-1 H-110 OFFICIAL DEPARTMENT OF STATE CORRESPONDENCE
  - 5 FAH-1 H-120 PREPARING CORRESPONDENCE
  - 5 FAH-1 H-210 HOW TO USE TELEGRAMS
  - 5 FAH-1 H-310 USING MEMORANDUMS
  - 5 FAH-1 H-410 OFFICIAL STATE DEPARTMENT LETTERS
  - 5 FAH-1 H-420 PREPARING LETTERS
  - 5 FAH-1 H-510 LETTERS TO MEMBERS OF CONGRESS
  - 5 FAH-1 H-520 PREPARING CONGRESSIONAL LETTERS
  - 5 FAH-1 H-610 USING DIPLOMATIC NOTES
  - 5 FAH-1 H-620 PREPARING DIPLOMATIC NOTES
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's Change Transmittal acronym and numerical series remains in place.
3. Revisions since the last update appear in italics and dark magenta. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental Foreign Affairs Handbook

series generally have no regulatory validity (see 2 FAM 1115.2).

## Filing Instructions (Paper Copies)

1. Remove the current subchapters and insert the revised subchapters for the following:

Current	Revised
5 FAH-1 H-110 (TL:CH-4; 07-31-2002, 7 pages)	5 FAH-1 H-110 (CT:CH-11; 05-18-2005, 9 pages)
5 FAH-1 H-120 (TL:CH-10; 01-19-2005, 2 pages)	5 FAH-1 H-120 (CT:CH-11; 05-18-2005, 2 pages)
5 FAH-1 H-210 (TL:CH-9; 07-12-2004, 21 pages)	5 FAH-1 H-210 (CT:CH-11; 05-18-2005, 22 pages)
5 FAH-1 H-310 (TL:CH-4; 07-31-2002, 14 pages)	5 FAH-1 H-310 (CT:CH-11; 05-18-2005, 14 pages)
5 FAH-1 H-410 (TL:CH-10; 01-19-2005, 8 pages)	5 FAH-1 H-410 (CT:CH-11; 05-18-2005, 8 pages)
5 FAH-1 H-420 (TL:CH-4; 07-31-2002, 35 pages)	5 FAH-1 H-420 (CT:CH-11; 05-18-2005, 38 pages)
5 FAH-1 H-510 (TL:CH-4; 07-31-2002, 16 pages)	5 FAH-1 H-510 (CT:CH-11; 05-18-2005, 17 pages)
5 FAH-1 H-520 (TL:CH-10; 01-19-2005, 10 pages)	5 FAH-1 H-520 (CT:CH-11; 05-18-2005, 10 pages)
5 FAH-1 H-610 (TL:CH-4; 07-31-2002, 36 pages)	5 FAH-1 H-610 (CT:CH-11; 05-18-2005, 36 pages)
5 FAH-1 H-620 (TL:CH-10; 01-19-2005, 18 pages)	5 FAH-1 H-620 (CT:CH-11; 05-18-2005, 18 pages)

2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:CH-11 and initial.

## Distribution Notice

1. The *Foreign Affairs Manual* and *Handbooks* (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM

1116.5). A/RPS/MMS/P, Room B934, 202-736-7470, FAX 202-736-7472, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

**(IRM/BPC/RG)**